UNIVERSITY RESEARCH COMMITTEE

Fellowships Coordination Committee

Terms of Reference

The Fellowships Coordination Committee (FCC) is a sub-committee of University Research Committee, to which it will report its actions on at least an annual basis.

Terms of Reference

1. To determine the scope and remit of the University Fellowships Programme (hereafter ‘the Programme’).
2. To determine success measures or targets to be tracked during the two-year pilot period.
3. To ensure all activities undertaken fully support the University’s Equality, Diversity and Inclusion strategy.
4. To ensure that application processes are clear and appropriate.
5. To set the criteria for the selection of Fellowship candidates for internal funding, including the setting of priorities if applicable.
6. To agree the mechanisms for selection of University-nominated candidates for externally-funded Fellowship schemes where required.
7. To oversee the Fellowship Programme budget and ensure that funds are allocated in a fair and transparent manner.
8. To decide upon the recipients of funding.
9. To determine the aims and content for the training and development components of the Programme, both for Fellowship candidates and departments.
10. To oversee the internal and external communications for the Programme.
11. To review the progress and effectiveness of funds awarded and support activities included as part of the Programme.
12. To consider the use and allocation of any additional sources of funding, internal or external, administered by the University that should become available on an ad hoc basis to support Fellowships.
13. To provide oversight of research-related Fellowships at the University, by requesting and receiving appropriate benchmarking information.
14. To promote the development and sharing of good practice and guidance in relation to Fellowships across the University, including governance and selection policies where required.

The Committee and its administration does not seek to replace existing support for, and management of, Fellowships within departments.
## Membership

<table>
<thead>
<tr>
<th>Role</th>
<th>Incumbent</th>
<th>Membership status</th>
<th>Role holder</th>
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</thead>
<tbody>
<tr>
<td>Chair: Sign off of decisions, primary</td>
<td>Pro-Vice-Chancellor (Research)</td>
<td>Ex-officio</td>
<td>Professor Matthias Ruth (2020-)</td>
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<td>budget holder</td>
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<tr>
<td>Senior Committee Member</td>
<td>Associate Dean (Research), Arts &amp;</td>
<td>Ex-officio</td>
<td>Professor Richard Ogden (2019-)</td>
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<td></td>
<td>Humanities</td>
<td></td>
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<tr>
<td>Senior Committee Member</td>
<td>Associate Dean (Research), Sciences</td>
<td>Ex-officio</td>
<td>Professor Sarah Thompson (2019-)</td>
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<tr>
<td>Senior Committee Member</td>
<td>Associate Dean (Research), Social</td>
<td>Ex-officio</td>
<td>Professor Yvonne Birks (2020-)</td>
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<td></td>
<td>Sciences</td>
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<tr>
<td>To increase the breadth of academic</td>
<td>At least three additional members, one</td>
<td>As nominated by</td>
<td>Dr Kristyn Gorton (TFTI) (2019-2021)</td>
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<tr>
<td>experience and disciplinary knowledge on</td>
<td>from each Faculty</td>
<td>the Chair</td>
<td>Dr Claire Chambers (English and Related Literature) (2021-)</td>
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<tr>
<td>the Committee</td>
<td></td>
<td></td>
<td>Professor Mat Evans (Chemistry) (2019-)</td>
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<td>Professor Ian Kirkpatrick (Management) (2019-20)</td>
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<td>Professor Andrew Jones (Economics) (2020-)</td>
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</tbody>
</table>
Championing and awareness raising of the value of Fellowships

**Fellowship Lead**

Ex-officio

Dr Marina Petri (2021-)

Professional support lead on internal selection processes where required

**Member of the Research Development Team**

Ex-officio

Craig Robertson (2020-)

Professional support lead on training for potential and new fellows

**Member of the Research Excellence Training Team**

Ex-officio

Dr Karen Clegg (2019-)

Professional support in organising Committees and implementing actions

**Fellowships Coordinator**

Ex-officio

Dr Annabel Jenkins (2020-)

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**Quoracy**

The Committee shall be considered quorate if the Chair or designated substitute and at least one representative from each Faculty are present. All members of the Committee shall have a vote where required, and at least five members of the Committee should be present for a vote to be valid.

**Frequency and Purpose of FCC meetings throughout the year**

<table>
<thead>
<tr>
<th>Purpose of the Committee meetings</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>To review the Terms of Reference and scope of the Committee</td>
<td>Annual</td>
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<tr>
<td>To decide upon any funding themes and priorities for forthcoming fellowships</td>
<td>Annual</td>
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<tr>
<td>To review budget/spend</td>
<td>Quarterly</td>
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<tr>
<td>To review the number and nature of fellowship applications submitted by Faculties requesting financial support</td>
<td>Quarterly</td>
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<tr>
<td>Consider fellowship opportunities in the next quarter, and requirements for selection and possible match funding</td>
<td>Quarterly</td>
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<tr>
<td>To review the programme of planned fellowship training events</td>
<td>Bi-annually</td>
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